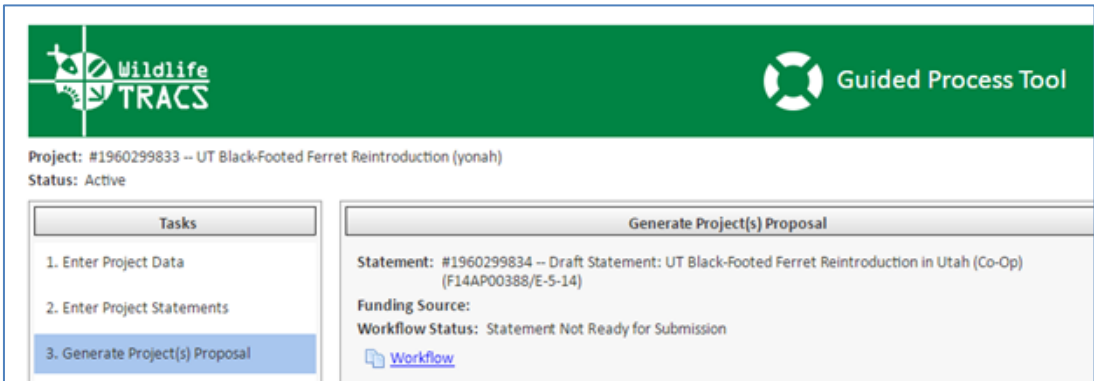
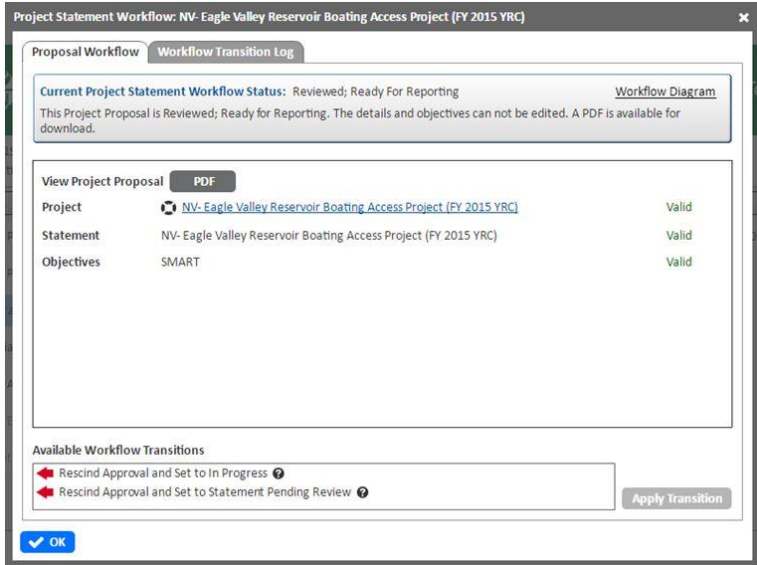


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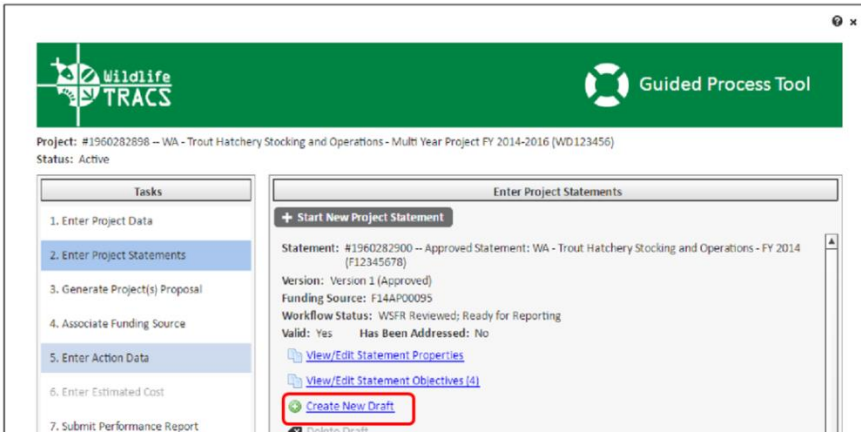
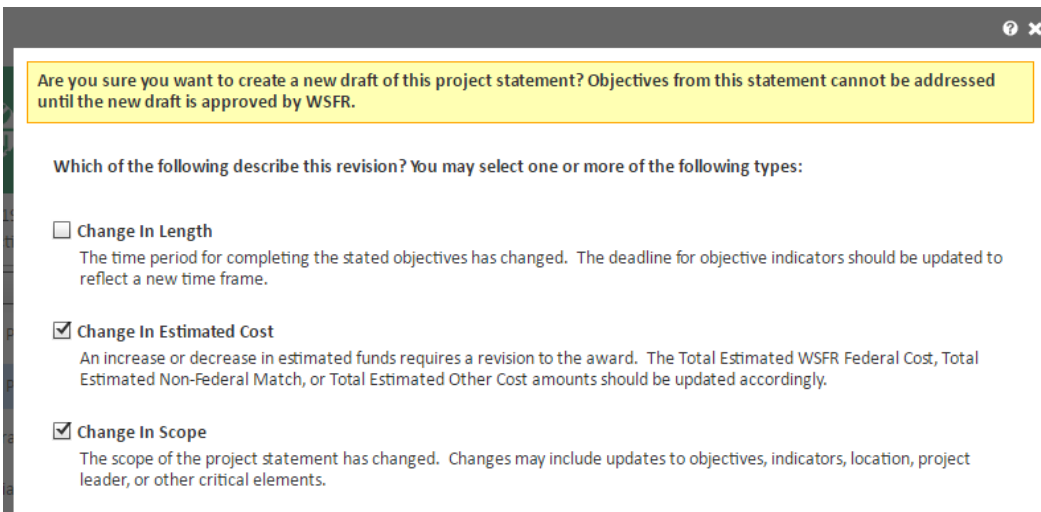
Lesson 17 Revisions and Amendments

Step	Action
	<p>Once the project statement/proposal has gone through the approval workflow, most of the data in the project statement is no longer editable unless you go through the revision or amendment process.</p> <p>A <u>revision</u> is used for minor edits the original project proposal during the approval process (the approval is rescinded, changes are made to the original project and it is sent back through the approval workflow)</p> <p>If a project was entered into TRACS and has a formal grant amendment afterwards, then the <u>amendment</u> needs to be entered into TRACS as a new draft.</p> <p>Important Note: <u>Enter the project in its current version.</u> In other words, if the original project (un-amended) was already entered into TRACS, then enter an amendment as a New Draft and send it back through the approval process. If the original project was not entered into TRACS, you do NOT need to enter both versions into TRACS; instead simply enter the current version.</p> <p>If a revision or amendment was not needed and there are changes or deviations in the work that was reported, these are documented in the <u>Significant Deviations</u> on the results form for the action.</p> <p>Note: If the Final Performance Report has been submitted for review or approval, much of the data in the project is no longer editable unless the federal approver selects "Do Not Approve" or rescinds the approval of the final report. They may need to rescind approval on both the Performance Report workflow and Project Proposal workflow forms.</p>

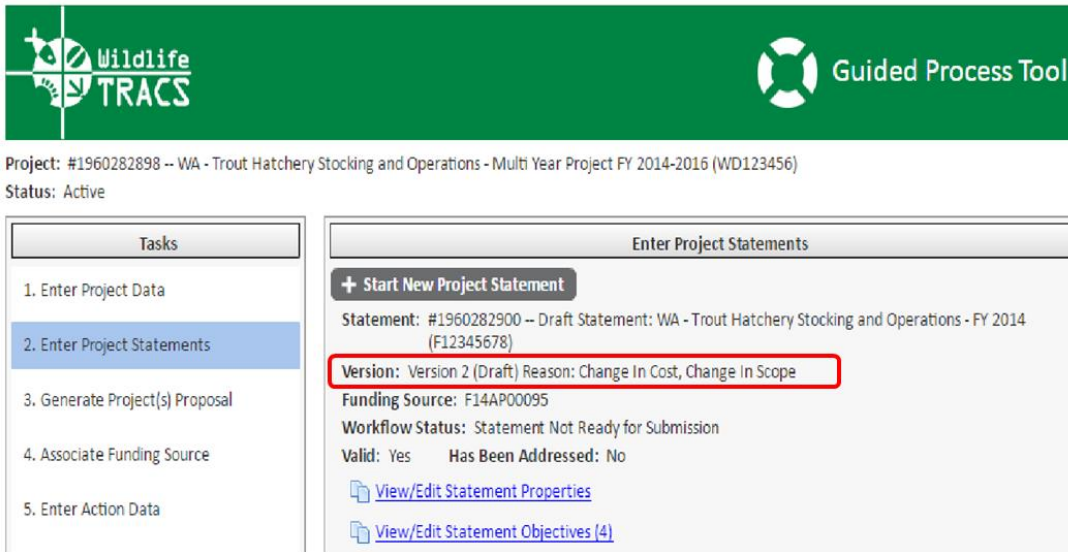
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Revision (Rescind Approval for a minor change)	
Step	Action
1	Once the project has gone through the approval workflow, it will have a status of "Reviewed Ready for Reporting" and it will not be editable without having the approval rescinded first.
2	Contact your WSFR federal approver and state approver to rescind the approval (steps below).
3	The approver will need to open the Guided Process Tool for the project, either through the workflow manager or by searching for the project using the Guided Process Tool.
4	From the Guided Process Tool, select 3. Generate Project Proposal on the left and select the Workflow link on the right.
	
3	The approver will need to select Rescind Approval and Set to In Progress and click Apply Transition to allow state editors to make changes.
	

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Amendment (New Draft to Enter a Formal Amendment)	
Step	Action
1	<p>If a project was entered into TRACS and has a formal grant amendment afterwards, then the amendment needs to be entered into TRACS.</p> <p>To create an amendment, open the Guided Process Tool to Step 2 Enter Project Statements and select Create New Draft on the right side.</p> <p>Important Tip: If the Create New Draft button is grayed out, check that the project status is active and check that the Funding Source is associated with the project!</p> 
4	<p>Select the reason for the amendment by checking the box by Change in Length, Change in Estimated Cost and/or Change in Scope. NOTE: A change in estimated cost alone does not require a new amendment. Click Create New Draft.</p> 

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Step	Action
5	<p>Make any necessary changes and save. (Tip: Additional information about the amendment can be documented on the Scope Deviations tab on the Project Statement form).</p> <p>The new draft version will replace the original version. The new draft is a copy of the original project statement, with the version number and reason listed on the right side.</p> 
6	<p>The New Draft will need to be sent through the approval workflow again. Once approved, the new draft will be the approved version and the old version will be archived behind the scenes.</p>